

OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Report Request

Screen RR

May 2005

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What is Report Request?

Report request is an AFRS system function providing agency control to select and distribute daily, weekly and monthly reports; view and print the report requests; and create and change the report banner page.

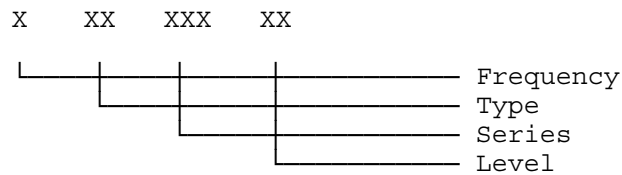
Through the report request function, the daily, weekly and monthly report requests are created, deleted and changed. Agencies can route reports to different agency locations or to different agencies and utilize remote printing. Also available to the agency is the burst/no burst selection; the output media of paper, microfiche, CD-ROM and exchange dataset; and the agency to be billed.

An agency can only request reports for its own agency. To receive another agency's reports requires the other agency to set up the request and designate your agency as the receiving agency.

NOTE: Each agency is responsible for maintaining its own report request records. These records are automatically rolled from one biennium to the next, but agencies should review their report request records periodically since needs change. For example, if your agency is an Enterprise Reporting (Fastrack) customer, you should examine your agency's list of monthly AFRS reports to see if they are all still needed.

Report Number

The AFRS report number is made up of eight characters that uniquely identify a specific report. The standard definition of each position is as follows:



Frequency: D - Daily
 W - Weekly
 M - Monthly

Type: WP - Work Paper (detail activity)
 AP, CP - Allotments/Estimated Revenues (summary of detail activity)

Series: 200 - 299 Detail financial and statistical activity
 300 - 499 Management financial and statistical
 500 - 599 Agency unique financial and statistical
 600 - 999 Control and table listing

Level:	A - Agency	NS - Project Summary
	B - Organization Index	N - Project
	CS - Program Summary	P - Subproject
	C - Program	R - Project Phase
	D - Subprogram	S - Program Index
	E - Activity	T - Sub-agency
	F - Sub-activity	1 - Fund Type
	G - Task	2 - Roll-up Fund
	HS - Division Summary	3 - Fund - Administering Agency
	H - Division	4 - Fund - Agency
	J - Branch	7 - Appropriation
	K - Section	8 - Major Group and Source
	L - Unit	9 - Sub-source
	M - Cost Center	

Report Request Menu

The purpose of the **Report Request Maintenance Menu** screen (RR) is to access the report request maintenance and related screens.

To access the **Report Request Maintenance Menu** screen (RR):

Type *RR* on the **AFRS Primary Menu**.

OR

From other AFRS screens, type *RR* in the transfer field **TR:**____ and press [Enter].

```
=== AFRS =(RR)===== REPORT REQUEST MAINTENANCE MENU ===== C105P440 ===
TR: _____

          1 -- REPORT REQUEST
          2 -- VIEW REPORT REQUEST RECORDS
          3 -- MAILING LABEL/BANNER PAGE

SELECT FUNCTION: _

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Type in the function code for the screen you wish to select, as follows:

- ◆ Select *1* to add, change, delete or view a report request record or to print your agency's report requests.
- ◆ Select *2* to view an alphabetical listing of your agency's report request records. From this screen, you can select an individual record to be updated or viewed on screen 1.
- ◆ Select *3* to add, change, delete or view a mailing label/banner page record. This controls the information that is printed on the outside of each report for distribution purposes.

Press [Enter].

Report Request Maintenance

Report Request Maintenance allows agencies to manage report requests. It enables an agency to add, change, delete and view report request records; scroll alphabetically through the agency's report request records; and print a list of the agency's report request records.

```
=== AFRS =(RR.1)===== REPORT REQUEST MAINTENANCE ===== C105P380 ===
TR: _____ LAST UPDATE:

        FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

        AGENCY: 9990   BIENNIUM: _   REPORT NO: _____

        TYPE: _ (P=PAPER, F=FICHE, E=EXCHANGE,
                R=REMOTE OR CLUSTER, C=CD-ROM)

        REPORT COPIES: _   BURST: _ (Y OR N)

        SEND OUTPUT TO: _____ (RMTNNN, CLUSTER ID)

        MONTHLY CYCLE: _ (2=NORMAL)

        DISTRIBUTION AGENCY: _____ LOCATION: _

        BILLING AGENCY: _____

        PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Functions: The function codes are as follows:

- A** = Add a new report request record. The *agency* is the report agency and is determined by the user's logonID. See Field Names section below for information about each field on this screen.
- C** = Change any field on an existing report request record. You must view the report request record before changing.
- D** = Delete an existing report request record. You must view the report request record before deleting it, and you must press [Enter] twice to accomplish a delete.

NOTE: If the report is a daily or weekly one that is automatically produced by AFRS, there may not be a report request record. To cancel the paper copy normally received, add an entry for paper output with number of copies = 00.

- V** = View an existing report request record. There are two ways to View a report request record: (1) Type in the: *biennium*, *report number*, *type*, *send output to*, *location* (if present), and *billing agency*, and if the type (of output) is *R* the remote or cluster printer identification. The *copies*, *burst* and *monthly cycle* will display. (2) Access the RR.2 screen and type in an *S* (Select) to the left of the report request record you wish to view and press [Enter].
- N** = Display the Next report request record in alphabetical sequence. *N* can be used to start viewing the first report request record.

P = Print alphabetical listing of agency report request records. Upon pressing [Enter], a report request maintenance screen will display to indicate the job class, contact, type of output, bin number, location, logonID of requester, and number of copies.

Field Names:

- *Biennium* – (required) the 2-digit code for the biennium for which report is desired. For example, for the 2005-2007 biennium, enter 07.
- *Report number* – (required) – the 6-8 digit number assigned to report being requested. (The biennium and report number combination is validated to the Descriptor Table D14. Edits also validate whether the report is available from screen RR.1 as some reports are only offered through On Demand Reporting.)
- *Type* – (required) the output media requested:
 - *P* = paper report printed at Dept. of Information Services (DIS)
 - *F* = microfiche
 - *E* = exchange data set
 - *R* = remote or cluster printer
 - *C* = CD-ROM (*Contact FASTRACK Help Desk (360) 664-7791 to activate CD Feature.*)
- *Copies* – (required for types *P*, *F* or *R*; not allowed for types *E* or *C*) number of copies requested. If more than 5 copies are requested, system will require user to press [Enter] twice to verify.
- *Burst* – (allowed only for type *P*) determines if report pages will be separated or not (Y = yes, pages will be separated; N = no, pages will not be separated).
- *Send output to* – (allowed only for type *R*) remote or cluster printer ID to which report will be sent for printing.
- *Monthly cycle* – (allowed only for report numbers starting with M= Monthly frequency) the only allowable option is 2 – normal. This field is left over from the days when AFRS had early and late fiscal month cut-offs.
- *Distribution agency* – (required for types *P* or *F*; optional for *R*; not allowed for types *E* or *C*) the agency to which report output will be sent. Entered agency number is validated against Descriptor Table D53.
- *Location* – (optional for *P*, *F* or *R*) refers to a 2-digit code established on the Mailing Label/Banner Page Maintenance screen (RR.3) to direct output to a specific mail stop or bin. If entered, the *distribution agency* and *location* code combination is validated against the Mailing Label/Banner Page file.
- *Billing agency* – (required) the agency that will be billed for the report. Agency number must equal report agency or distribution agency.

NOTE: If two or more types of output media are needed for a report or two or more agency/locations are needed for a report, a separate report request is necessary for each type of output and each agency/location.

View Report Request Records

All report requests for an agency can be viewed by using this screen. The initial screen display starts at the first report request record, but you can identify a specific report as the beginning point (see function S below). The update field at the end of each line displays the last date of activity for that report request record (set-up or changed).

If you require more information about a certain report request or need to update a record, enter an *S* in the left column titled SEL and press [Enter]. The system will transfer you to the **Report Request Maintenance** screen (RR.1) with the selected record displayed.

[illegible]

Functions: The function codes are as follows:

F = Display first report request record.

S = Start with the report request entered in the start key: *Biennium* and *Report Number*. You can enter all or part of the report number. For example, to start viewing monthly reports, type in the biennium and type M in the report number field.

N = Next, continue scrolling alphabetically.

Reference the Report Request Maintenance (RR.1) section above for description of the column headings on this screen.

Mailing Label/Banner Page Maintenance

Each printed AFRS report contains a face sheet with distribution information called a Banner Page. The Mailing Label/Banner Page Maintenance screen is used to establish location codes with the information you want on the banner page for each report group. A message area is available for any additional information to print on the banner page.

Once a location code is established, it can be used on the Report Request Maintenance record to have reports delivered to different employees/offices within your agency. There are also other AFRS screens related to printing tables or other reports that utilize the location codes defined on this screen.

Each agency also has a blank location code record that serves as the agency default for any reports that do not specify a location code. Do not delete this blank location code record.

```
=== AFRS =(RR.3)=== MAILING LABEL/BANNER PAGE MAINTENANCE ===== C105P385 ===
TR: _____ LAST UPDATE: 04/29/05
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, B=BACK)
      AGENCY: 9990      LOCATION: CH      BIN NUMBER: ____
      AGENCY TITLE: TRAINING_AGENCY_____
      CONTACT NAME: CHERYL_HAINJE_____
      CONTACT PHONE: 360 664 7691
      FAX PHONE: _____
      MAIL STOP: 43113_____
      ADDRESS LINE 1: _____
      ADDRESS LINE 2: _____
      EMAIL ADDRESS: _____

      M E S S A G E   A R E A
      -----
      | MONTHLY_AFRS_REPORTS_____ |
      | _____ |
      | DELIVER_TO_CHERYL_HAINJE_____ |
      | POINT_PLAZA_WEST_-_2ND_FLOOR__ |
      | _____ |
      -----
      PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Functions: The function codes are as follows:

- A** = Add a new location code record. *Contact name* is the only required field.
- V** = View an existing location code record.
- N** = Display Next location code record in alphanumeric sequence. *N* can be used to start viewing the first location code record.
- C** = Change existing location code record. You can change any field except the agency and location code. You must view the location code record before changing it.
- D** = Delete a location code record. You must view the location code record before deleting it.

Note for mailing labels: Mailing labels are automatically printed for certain report jobs, and the location codes defined on this screen are used to determine what will print on the labels as follows:

- When bin number is entered, labels print with agency name, contact name and bin number only.
- When bin number is blank and mail stop is entered, labels print with agency name, contact name and mail stop only.
- When bin number and mail stop are both blank, labels print with agency name, contact name and address lines 1 and 2.

Report Request Security

Access to view, print and update the AFRS report request records is controlled by the Report Request security flag (**RPT REQ**) that can be viewed on the **System Security Maintenance** screen (SS.1). Valid security flags for report request are:

- 0 = No access
- 1 = View and Print
- 2 = Update, View and Print

```
=== AFRS =(SS.1)===== SYSTEM SECURITY MAINTENANCE ===== C105P412 ===
TR: _____ FUNCTION: V (A=ADD, C=CHNG, D=DEL, V=VIEW, N=NEXT)
AGENCY: 9990 LOGONID: TRAF105 AFRS SECURITY: 0 STOP USE DATE: _____

NAME: TRAINING_____ PHONE: 360 664 7691

          BATCH INPUT RELEASE          BATCH INPUT RELEASE
          **      1      2              ---      -      -
FINANCIAL          ---      -      -          ---      -      -
TRANSACTIONS       ---      -      -          ---      -      -
BATCH              ---      -      -          ---      -      -
FLAGS              ---      -      -          ---      -      -
                  ---      -      -          ---      -      -
                  WARR WRITE: 1    PROJECT PURGE: 1

TM FLAGS - DT: 1 OI: 1 AI: 1 PI: 1 PC: 1 VE: 2 SWVE: V OC: 1 TD: 1 MI: 1
MF FLAGS - APPN: 1 ALLOT: 1 GRANT PRJ: 0 OPERATING: 0 SUBSID: 1 GEN LGR/DOC : 1
RC FLAGS - MRS DESIGN: 1 MRS SUBMIT: 1 RPT REQ: 1 O-D DESIGN: 1 O-D SUBMIT: 1
DR FLAGS - DISB: 1 1099: 1 OMWBE: 1 PURGE: 1 TRAN SEL: 1 PROF: 1      JOBCARD: 0
SC FLAGS - BROADCAST: 0 ACTION MSG: 0 JOB CARD: 0 TRAN RESTRICT: 0 UPDATE SM: 0

          PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT

RECORD FOUND
```

The report request security indicator (shown in the shaded box above) controls access to the following AFRS screens:

- RR.1 Report Request Maintenance Screen
- RR.2 View Report Request Records Screen
- RR.3 Mailing Label/Banner Page Maintenance Screen
- MIA Reprint Registers / Remittances Screen